

ED 024 810

By- Tarrier, Randolph, Ed.

Sources of Occupational Information.

Ohio State Dept. of Education, Columbus. Div. of Guidance and Testing.

Pub Date May 68

Note- 82p.

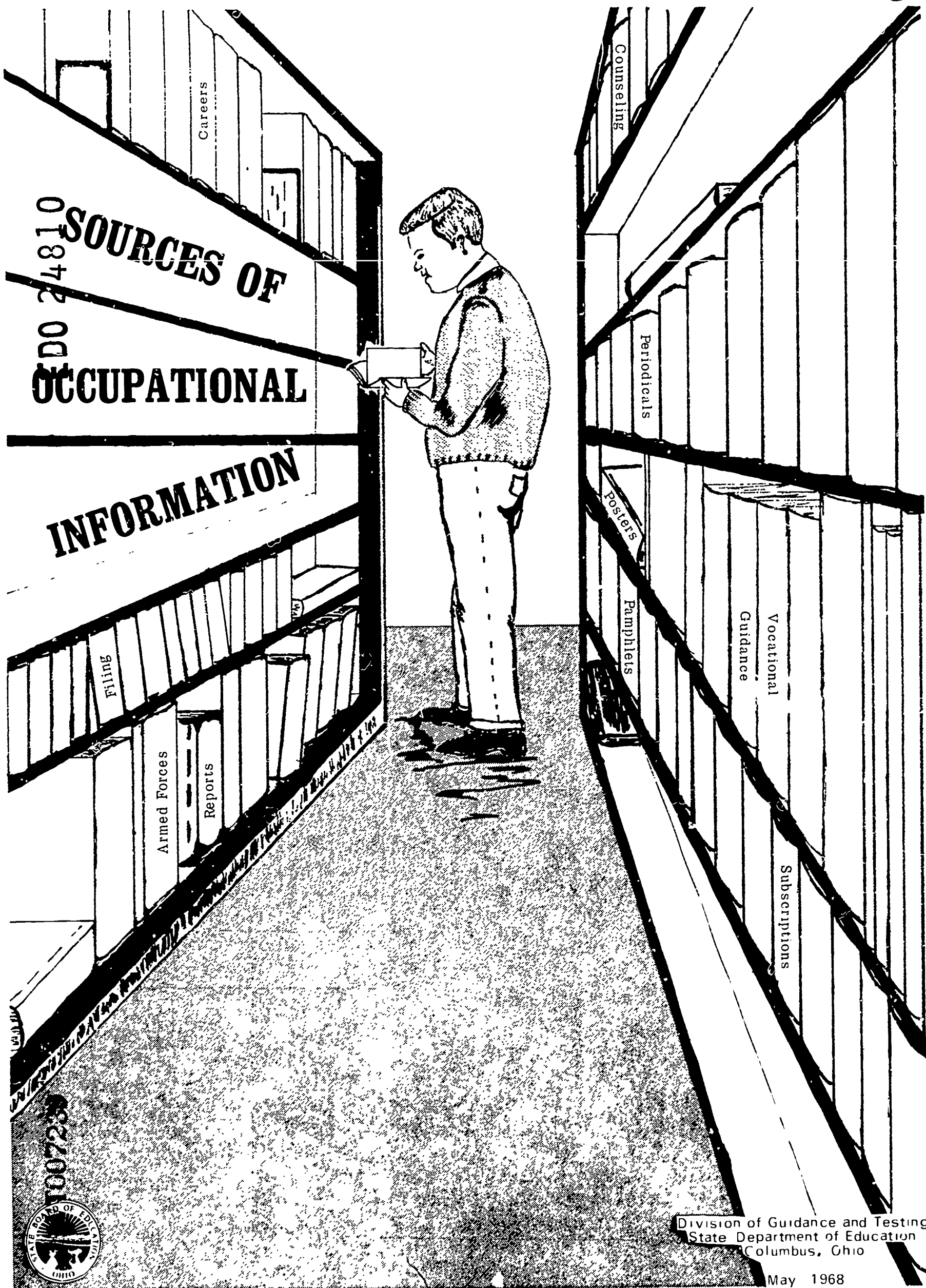
EDRS Price MF-\$0.50 HC-\$4.20

Descriptors- *Annotated Bibliographies, Indexes (Locators), *Information Sources, Occupational Guidance, Occupational Information, *Publications, Vocational Counseling

This publication identifies some of the many sources of occupational information and describes representative publications. All references cited have been published recently, contain general sources of information, and meet one or more of the following criteria: (1) present sources of available occupational information, (2) identify materials presenting occupational information for students, counselors, and other involved in educational services, or (3) describe techniques for gathering, organizing, and using occupational information. References are grouped according to source in order to eliminate duplication in listing publishers. Two separate indexes have been prepared--one by title and one by supplier--in order to provide easy access to the information. (CH)

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DO 24810
**SOURCES OF
OCCUPATIONAL
INFORMATION**



Division of Guidance and Testing
State Department of Education
Columbus, Ohio

May 1968

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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SOURCES OF OCCUPATIONAL INFORMATION

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Randolph Tarrier

Martin Essex
State Superintendent of Public Instruction

Published by

Division of Guidance and Testing
State Department of Education
751 Northwest Boulevard
Columbus, Ohio 43212

May, 1968

FOREWORD

Locating appropriate up-to-date occupational and related educational information is one of the tasks which persistently faces counselors, school librarians, and teachers of group guidance units or courses. The purpose of this publication is to identify some of the many sources of occupational information and to describe some of the representative publications which are available. Hopefully, counselors will become better informed of the range of present resources and better equipped to evaluate new materials through use of this publication.

In preparation for this publication, an inquiry was sent to all contributors to our 1966 edition of "Sources of Occupational Information", to others who since that time have provided the Division of Guidance and Testing with copies of recent publications or information regarding such publications, and to any publishers of materials believed to be appropriate for listing in this edition. All references included have been published recently, contain general sources of information, and meet one or more of the following objectives:

1. Present sources of available occupational information.
2. Identify materials presenting occupational information for students, counselors, and others involved in educational services.
3. Describe techniques for gathering, organizing, and using occupational information.

References are grouped according to source in order to eliminate duplication in listing publishers. Two separate indexes have been prepared - one by title and one by supplier - in order to provide easy access to the information.

Randy Tarrier, District Guidance Supervisor for Northcentral Ohio, served as editor for this publication. Page layout was developed and final copy typed by Miss Sharon Rector, Guidance Services Section. Miss Sue Stillwagon served as illustrator for this publication.


John G. Odgers, Director
Division of Guidance and Testing

JGO/smr

May, 1968

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UNITED STATES GOVERNMENT SOURCES OF PUBLICATIONS

SUPERINTENDENT OF DOCUMENTS
U.S. GOVERNMENT PRINTING OFFICE
WASHINGTON, D. C. 20402

Apprenticeship - Past And Present - The story of apprenticeship in the skilled trades since colonial days.
(31 pages).

Characteristics of Professional Workers - Based on 1960 Census of Population. (145 pages) 12 tables. Provides statistics on professional workers in the U. S. by race, marital status, sex, income, years of schooling, weeks worked, number now returned to "Labor Force", occupation of spouse. Published by U. S. Bureau of the Census. Price: \$1.

Counselor's Guide To Occupational and Other Manpower Information - An annotated bibliography of selected government publications. Up-to-date and accurate occupational and other manpower information is essential to wise vocational decisions. In recognition of this need, Federal, State, and Local government agencies are issuing an increasing number of publications which have implications for career decisions. Price: 50¢.

The Dictionary of Occupational Titles - Prepared by the United States Employment Service. Volume I, Definitions of Titles, 1965, 3rd Edition, Clothbound, \$5. Volume II, Occupational Classification, 1965, 3rd Edition, Clothbound, \$4.25.

Job Guide for Young Workers - U. S. Department of Labor, Bureau of Employment Security. 1963-64, 78 pages, 45¢. (1) employment prospects, (2) qualifications for job, (3) usual duties, (4) opportunities for advancement, (5) how and where job is obtained, and (6) characteristics of job for 112 different jobs most frequently held by young people leaving high school.

Negro Women Workers in 1960 - This bulletin examines the status of Negro women workers in 1960, and tells which industries employ Negro women, the occupations they hold, in what States they work, what their personal and family characteristics are, how much they earn, and how many have jobs or are unemployed. This data is compared with 1940 and 1950 information. Price: 30¢.

SUPERINTENDENT OF DOCUMENTS (Continued)

Occupation by Industry - Based on 1960 Census of Population. 146 pages. Lists numbers of persons by occupations and industries, by sex and age group. Published by U. S. Bureau of Census. Price: \$1.25.

Occupational Characteristics - Based on 1960 Census of Population. 530 pages. 37 tables listing number of persons in several hundred occupations by sex, age, race, place of residence, earnings, years of schooling, marital status, hours and weeks worked, State of birth. Published by U. S. Bureau of Census. Price: \$3.50.

Occupation, Earning and Education - Based on 1960 Census of Population. 305 pages. 6 Statistical tables. Covers only men and boys, 18-64. Relates earnings, education and occupation to each other for South, North and West. Published by U. S. Bureau of Census. Price: \$2.

Occupational Outlook Handbook - 1968-69 Edition, U. S. Department of Labor, Bureau of Labor Statistics. More than 700 pages are well illustrated with pictures and charts, and provide information on about 700 occupations and 30 major industries. The occupational statements describe employment outlook, nature of work, and tell where to get additional information. Price: \$4.25.

Occupational Outlook Quarterly - U. S. Department of Labor, Bureau of Labor Statistics. Issued four times during the school year, this magazine provides a means of keeping current on developments affecting employment trends and outlook between biennial editions of the Occupational Outlook Handbook. Annual subscription, \$1.25.

BUREAU OF APPRENTICESHIP AND TRAINING
DIVISION OF INFORMATION AND PUBLICATIONS
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

The National Apprenticeship Program - Its' aims, organization, and how it operates.

An Employer's Guide To On-The-Job Training - Employer's step-by-step guide to obtaining financial and technical

BUREAU OF APPRENTICESHIP AND TRAINING (Continued)

on-the-job training assistance under the Manpower Development and Training Act. (23 pages)

Joint Apprenticeship And Training Committees Handbook - Designed for the guidance of local building trades apprenticeship committees-outlines the functions of joint apprenticeship committees in the construction industry. (25 pages)

How To Train Workers On-The-Job - This manual is designed to help the skilled worker become a skilled instructor. It is a bridge between doing and teaching. (26 pages)

Need A Job - Leaflet outlines eligibility requirements for on-the-job training, aimed at the unemployed. (4 pages)

Train For A Skilled Job Through Apprenticeship - Flier addressed to high school students and graduates soliciting interest in apprenticeship.

Train For A Skilled Trade Through Apprenticeship - Flier addressed to veterans soliciting interest in apprenticeship.

Planned Training - Your Future Security - Booklet designed for high school students and counselors. (10 pages)

Setting Up An Apprenticeship Program - This booklet is a step-by-step guide for use by employers and joint employer-labor committees. It explains the qualifications, requirements, and attainments of apprentices, the organization of employer and joint committees, minimum training standards, job instruction, cost factors, examples of records and occupations, apprenticeship agreements, Federal and State government assistance available. (40 pages)

U. S. CIVIL SERVICE COMMISSION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

A variety of public information pamphlets are used by the Commission to inform its publics about Commission

U. S. CIVIL SERVICE COMMISSION (Continued)

programs and activities; describes opportunities in the Federal Service, and explain employee rights and benefits.

Information about specific job opportunities may be obtained from the Interagency Board of U. S. Civil Service Examiners at the following addresses: 1909 East 13th Street, Cleveland, Ohio 44114; Knott Building, 7 East Fourth Street, Dayton, Ohio 45402; and Room 1523, Federal Office Building, 550 Main Street, Cincinnati, Ohio 45202.

U. S. Civil Service Pamphlets - #4, 15¢, "Working for the U.S.A." (General information about Federal employment); #5A, "Thinking About Your First Job?" (Acquaints high school students with employment opportunities in the Federal service); #29, 10¢, "Federal Jobs Overseas" (To answer questions about employment in United States territories and in foreign countries); #35, 10¢, "Federal Careers for Women" (General information about career opportunities for women in the Federal service, with emphasis on technical and professional positions); #51, 5¢, "Reemployment Rights of Federal Employees Who Enter Active Duty in the Armed Forces" (Explains rights of Federal employees who leave their jobs to enter the Armed Forces); #58A, "Opportunities in Trades and Crafts with the Federal Government" (Information on jobs for skilled and unskilled workers, apprentices, helpers, and laborers); #64A, "Opportunities in the Federal Civil Service for Returning Peace Corps Volunteers"; #65, 5¢, "Equal Opportunity in Federal Employment"; #66A, "Civil Service and the Nation's Progress" (The role of the civil servant in the progress of the Nation).

BUREAU OF EMPLOYMENT SECURITY
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

Bureau of Employment Security Publications - Section II. U. S. Employment Service, June 1963. The booklet groups publications under the following functional headings: occupational information, tests and measurements, counseling, service to older workers, service to the handicapped job applicant, labor market information, and farm

BUREAU OF EMPLOYMENT SECURITY (Continued)

labor. Each publication is described briefly, its uses outlined, and the method of ordering indicated.

Guide to Local Occupational Information - United States Employment Service. Available upon request. The publication provides a comprehensive listing of "Occupational Guides" and "Area Skill Surveys" completed by affiliated State employment service agencies. The guides are designed to provide information on the duties, educational and experience requirements, employment and advancement prospects, wages, working conditions and other pertinent factors relating to the subject occupation. The area skill surveys present current and future (usually 2 and 5 years hence) labor requirements in selected occupations in individual labor areas and labor supply available to fill these needs.

The Job Market for Engineers, Scientists, and Technicians - United States Employment Service. Available upon request. Issued semi-annually, this publication presents an appraisal of trends in labor supply and demand for selected engineering, scientific and technical occupations placed in interarea recruitment by public employment office throughout the country, and information obtained from various government agencies, professional societies, and other sources.

OCCUPATIONAL OUTLOOK SERVICE
BUREAU OF LABOR STATISTICS
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20212

Looking Ahead to a Career - 1967 - A set of 36 color slides (2" x 2", 33 mm.) that show the changing occupational and industrial mix and what it forecasts over the next decade for manpower developments, education, and training. A correlated narrative accompanies the slides.

Occupational Outlook Handbook Reprints - A series of 119 reprints of sections of the Handbook on specific occupations and industries. Prices range from 5¢ to 15¢. For free price list of these reprints, write to the above address.

WOMEN'S BUREAU
WAGE AND LABOR STANDARDS ADMINISTRATION
U. S. DEPARTMENT OF LABOR
WASHINGTON, D. C. 20210

Publications of the Women's Bureau - Currently Available - Free. A price list of publications, including those on employment opportunities for women, with brief annotations of recent publications.

Why Not Be An Engineer? - Single copies free. Available in quantity, U. S. Government Printing Office, Washington, D. C. 20402, 5¢. A leaflet describing various opportunities for women in the field of engineering, qualifications needed, salaries, and working conditions.

STATE OF OHIO
BUREAU OF EMPLOYMENT SERVICES
THE COUNSELING SECTION
145 SOUTH FRONT STREET
COLUMBUS, OHIO 43215

Ohio Employment Information Series - There are three parts to this publication. See OHIO EMPLOYMENT INFORMATION SERIES in STATE PUBLICATIONS.



A map of the Great Lakes region and surrounding states. The Great Lakes (Superior, Michigan, Huron, Erie, and Ontario) are shaded in gray. The surrounding land areas are white. Dashed lines represent state and provincial boundaries. Stars are placed in the following locations: one in the upper left (Minnesota), one in the center (Wisconsin), one in the lower left (Illinois), one in the lower center (Indiana), one in the lower right (Ohio), and one on the far right (Ontario). The text "STATE SOURCES OF PUBLICATIONS" is centered in the lower half of the map.

STATE SOURCES OF PUBLICATIONS

ALABAMA DEPARTMENT OF
INDUSTRIAL RELATIONS
MONTGOMERY, ALABAMA 36104

The following publications are available upon request:
Alabama Job Guide for Young Workers, October, 1966, and
"Occupational Guides" on selected shortage occupations
published monthly.

ARIZONA STATE EMPLOYMENT
SERVICE
P. O. BOX 6339
PHOENIX, ARIZONA 85005

Arizona Occupational Outlook Handbook - Part I (April,
1963) and Part II (April, 1964) are designed to provide
occupational and labor market information for Arizona.

CALIFORNIA DEPARTMENT
OF EMPLOYMENT
SACRAMENTO, CALIFORNIA 95814

More than 400 "Occupational Guides" are published in-
dicating the status of particular occupations in various
sections of the state. An "Occupational Guide Index" is
available upon request.

GEORGIA STATE
DEPARTMENT OF EDUCATION
STATE OFFICE BUILDING
ATLANTA, GEORGIA 30334

Items listed are available in single copies at no charge.
Requests should be addressed to J. R. Pardue, State
Supervisor, Vocational Publications and Public Information,
191 Central Avenue, S. W., Atlanta, Georgia 30303.

Area Vocational-Technical Schools of Georgia, Second
Edition, 1967. A catalog listing the State and area
vocational-technical institutions of Georgia, with
course offerings, school regulations, course descriptions,
entrance requirements, etc. 91 pages.

The In Crowd , 1967. An eighteen-page booklet describing
high school vocational education offerings for late-ele-
mentary and early junior high Georgia students. The
material is presented in light, informal style, and large
amounts of photography and line drawings are employed.

GEORGIA STATE (Continued)

Counselor's Guide to Area Vocational-Technical Schools of Georgia, Existing edition is currently under revision, 1965. This 37-page booklet provides data enabling the counselor to use the Dailey Vocational Test scores in assisting students to relate abilities to course offerings in area vocational-technical schools.

TECHDAYS information packet. This packet of materials includes copies of "Coordinator's Handbook for TECHDAYS," TECHDAYS brochures, sample letters and response documents for mailing to Georgia businesses, and related data. (TECHDAYS is Georgia's vocational-technical job placement program.)

Developing a Program of Student Personnel Services for Area Vocational-Technical Schools, Phase I Report, Research Project 236, 1966, 261 pages.

Conference Report, Conference on Ways the Area School Personnel Worker and the High School Counselor Can Work Together, 71 pages.

Conference Report, First National Conference on Student Personnel Services in Area Vocational-Technical Schools, 1967.

ILLINOIS STATE
EMPLOYMENT SERVICE
165 NORTH CANAL STREET
ROOM 200
CHICAGO, ILLINOIS 60606

"Job Guides" are periodically published on a variety of occupations. Each release presents information on a particular occupation, indicating the demand, wages, etc., in different sections of the state.

INDIANA EMPLOYMENT
SECURITY DIVISION
10 NORTH SENATE AVENUE
INDIANAPOLIS, INDIANA 46204

The Division publishes numerous occupational guides about specific job areas. List available upon request.

IOWA STATE
EMPLOYMENT SERVICE
1000 EAST GRAND AVENUE
DES MOINES, IOWA 50319

Statewide "Job Guides" are available for such career fields as "Food Service", "Health Services", "Apparel and Furnishings", "Construction Crafts", and "Clerical Occupations". Also, "Licensed Occupations in Iowa" explains licensing regulations for state-licensed occupations.

MAINE COOPERATIVE
EXTENSION SERVICE
UNIVERSITY OF MAINE
ORONO, MAINE 04473

Let's Explore Your Career - is designed to assist young people in self analysis from standpoint of interest, ability, and personality with relation to occupational choice. Leader's guide also available. Free.

MICHIGAN EMPLOYMENT
SECURITY COMMISSION
7310 WOODWARD AVENUE
DETROIT, MICHIGAN 48202

The following series of publications are available: Michigan Job Brief Series; and Michigan Occupational Guides. Complete list of available publications will be sent upon request.

MINNESOTA DEPARTMENT
OF EMPLOYMENT SECURITY
369 CEDAR STREET
ST. PAUL, MINNESOTA 55101

Publications pertaining to the following occupations are available: drafting, keypunch and tabulating. In addition, the following publications are available: Occupational Outlook, Minnesota Health Service Survey, and Minneapolis-St. Paul Area Shortage Occupations Study.

MISSISSIPPI EMPLOYMENT
SECURITY COMMISSION
P. O. BOX 1699
JACKSON, MISSISSIPPI

A list of 42 "Occupational Guides" on numerous careers
is available to schools, free upon request.

MISSOURI STATE
DEPARTMENT OF EDUCATION
GUIDANCE SERVICES SECTION
JEFFERSON CITY, MISSOURI 65101

Sources of Occupational Information - under revision,
available in the near future.

NEW JERSEY STATE
EMPLOYMENT SERVICE
JOHN FITCH WAY PLAZA
TRENTON, NEW JERSEY 08625

The Agency publishes numerous "Job Guides" on a variety
of occupations. Each booklet presents information on a
particular occupation in format similar to Occupational
Outlook Handbook.

NEW MEXICO EMPLOYMENT
SECURITY COMMISSION
505 MARQUETTE, N. W.
P. O. BOX 1928
ALBUQUERQUE, NEW MEXICO 87103

"New Mexico Labor Market Trends" and "Occupational Guides"
for numerous fields are available.

NEW YORK STATE
DEPARTMENT OF LABOR
DIVISION OF EMPLOYMENT
370 SEVENTH AVENUE
NEW YORK, NEW YORK 10001

From Campus to Career - A guidebook for college graduates
who majored in liberal arts or business administration.
It indicates opportunities for these graduates in various
occupations.

NEW YORK STATE (Continued)

Guide to Preparing a Resumé - includes analysis models of job resumé's and a bibliography on job planning and job hunting techniques.

OHIO STATE
BUREAU OF EMPLOYMENT
SERVICES
145 SOUTH FRONT STREET
COLUMBUS, OHIO 43215

Ohio Employment Information Series - There are three parts to this publication:

PART I - OCCUPATIONAL BRIEFS

Part I contains informative releases describing many widely distributed occupations in Ohio. These releases contain such information as a brief summary of the nature of the work, the possibilities for future employment and advancement, the general kinds of industries and businesses which employ such people, the remuneration offered, the requirements for entry into the field, the general working conditions involved, and sources of additional information.

PART II - TRAINING DIRECTORY

Part II presents training programs available through public and private facilities in Ohio. The types of programs described include those offered in colleges and universities, in business schools, through apprenticeship training, in training schools, through home study, those in special vocational education programs, and several federal and state funded training programs.

PART III - LICENSED OCCUPATIONS AND BUSINESSES IN OHIO

Part III describes the licensing requirements and procedures for all occupations and businesses for which a state license is issued. The occupations are discussed in terms of the education and training required, the legal requirements governing licensure, the fees required, procedures for out-of-state applicants, examination

OHIO STATE (Continued)

schedules , and the name of their licensing agency as a reference source. Businesses are discussed in terms of the legal requirements governing licensure, the reciprocity agreements, the fee involved and the name of their licensing agency as a reference source.

The Ohio Employment Information Series is available free of charge, in limited quantities, to Ohio schools and libraries upon individual request. Selected occupational briefs are also available to people seeking information for a specific occupation or occupational area at the above address.

Manpower in Ohio: 1960 to 1970 (1963)

The Ohio Labor Force by County (1963)

"Ohio Labor Market Information" is published periodically and provides data from various industries and areas of Ohio relating to employment, earnings, and hours. Included are individual county releases which indicate the occupations currently in short supply or surplus. Contact the Bureau's Division of Research and Statistics for a complete list of Ohio Labor Market Information.

Consultative services are also available. For further information contact the Bureau of Employment Service, 145 South Front Street, Columbus, Ohio, or any local State Employment Office.

OHIO STATE DEPARTMENT
OF EDUCATION
DIVISION OF GUIDANCE AND TESTING
751 NORTHWEST BOULEVARD
COLUMBUS, OHIO 43212

The Ohio Apprenticeship Notebook - Building For A Greater Ohio - This 103 page publication is a result of the combined effort of the Ohio State Apprenticeship Council, the Bureau of Apprenticeship and Training of the United States Department of Labor, Division of Vocational Education and Division of Guidance and Testing, Ohio Department of Education, to supply school counselors with sufficient information about apprenticeships

OHIO STATE DEPARTMENT OF EDUCATION (Continued)

and the opportunities they offer for high school graduates.

The Ohio College Notebook - The 95 page handbook, developed as a public service for Ohio School Counselors, contains descriptions and information concerning Ohio colleges and their branches and academic centers, junior and community colleges, and United States service academies. Included for each college and academy is a profile of data concerning entering freshmen classes, selection factors, admissions requirements, procedures, and other information to supplement available information published by many college information guides. This publication is revised annually during August. The Ohio College Notebook is available for purchase outside the State of Ohio at \$1 per copy.

Ohio Vocational Education Notebook - A counselor's resource notebook of 118 pages, containing descriptions and information regarding 60 vocational education programs existing in Ohio high schools.

Bibliography For Your Guidance Library - A bibliography of new free, and low cost guidance materials published five times during the year for distribution with Ohio Guidance News & Views, 1966-1967, 4 pages each issue.

Ohio Public Technical Education Notebook - The purpose of this Notebook is to assist school counselors to obtain meaningful information about the public technical education programs throughout Ohio. The revised Notebook includes appendices containing resource information for the school counselor and the data format resembles that of the Ohio College Notebook in anticipation of these two publications becoming companion resources. The Ohio Public Technical Education Notebook is available for purchase outside the State of Ohio at \$1 per copy.

Cooperative efforts with the Division of Guidance and Testing include seminars, student occupational interest surveys, and other projects throughout the State. Consultative services are also available.

OHIO STATE DEPARTMENT
OF EDUCATION
DIVISION OF VOCATIONAL EDUCATION
65 SOUTH FRONT STREET
COLUMBUS, OHIO 43215

Rewarding Careers in Dynamic Industry - Agriculture
This booklet describes agricultural opportunities for
high school students.

Other booklets on specific areas of careers in the field
of vocational education available upon request.

OKLAHOMA EMPLOYMENT
SECURITY COMMISSION
OKLAHOMA STATE
EMPLOYMENT OFFICE
WILL ROGERS MEMORIAL
OFFICE BUILDING
OKLAHOMA CITY, OKLAHOMA 73105

Selected Labor Market Publications - Indicates available
releases to be sent upon request.

SOUTH CAROLINA EMPLOYMENT
SECURITY COMMISSION
1225 LAUREL STREET
P. O. BOX 995
COLUMBIA, SOUTH CAROLINA 29202

The following publication is available: Job Guide For
Entry Occupations in South Carolina, 1967.

TENNESSEE DEPARTMENT OF
EMPLOYMENT SECURITY
NASHVILLE, TENNESSEE

The following publications are available: Tennessee
Manpower: A Look into the 1960's, 1961; Manpower and
Employment Trends in Tennessee, 1964; Occupational
Shortages, Vocational Training Needs, and Related
Turnover and Expansion Data for the Chattanooga Labor
Area, August 1966 - February 1967, and Related Turnover
and Expansion Data for the Chattanooga Labor Area,
January - June 1967, August 1967; Population, Labor
Force and Income Trends in the Nashville Area, August,

TENNESSEE DEPARTMENT OF EMPLOYMENT SECURITY (Continued)

1967; Tennessee Manpower, Current Trends and Future Projections, 1967.

WYOMING EMPLOYMENT
SECURITY COMMISSION
P. O. BOX 760
CASPER, WYOMING

Career Library, April, 1965, is a bibliography of free and inexpensive occupational information and other counseling aids.

ARMED

FORCES

SOURCES

OF

PUBLICATIONS

20/21

DEPARTMENT OF DEFENSE
HIGH SCHOOL NEWS SERVICE
BUILDING 1-B
GREAT LAKES, ILLINOIS

High School News Service Report - Military Service Information. The HSNS Report is designed primarily as a reference source for counselors and others who are called upon to furnish students with specific information of current personnel programs of the United States Armed Forces. The first issue of the year describes basic facts about military service while the remaining monthly issues contain illustrated articles featuring various facets of modern military techniques, organization, and specialized skills required for men and women in uniform today. Except for the initial issue on basic facts about military service, the "Report" is intended primarily for student readership; articles are printed in detachable form to facilitate posting and classroom use. The High School News Service Report is published monthly during the school year by the High School News Service and distributed free of charge to high schools requesting the service.

High School News Service Topic - The HSNS Topic is a supplement of the High School News Service Report, published monthly during the school year and distributed free of charge to high schools requesting the service. The format of the topic is designed for bulletin board use. Each issue deals with a single topic of interest to students who expect to serve in the military.

U. S. AIR FORCE HEADQUARTERS
RECRUITING SERVICE
RANDOLPH AIR FORCE BASE,
TEXAS 78148

The following booklets are available free of charge to educators and counselors by writing to the above address or from the local Air Force Recruiting Representative.

Educational Opportunities in the U. S. Air Force - This 12 page booklet describes the generous educational opportunities open to members of the Air Force. Outlined, are off-duty education, formal Air Force college and graduate programs, correspondence courses, technical schooling, and details of other educational facilities in the Air Force.

U. S. AIR FORCE (Continued)

United States Air Force Airman Occupational Handbook - This manual is designed primarily for guidance counselors, although it is also of interest to students. It briefly describes the more than 40 career fields open to airmen; outlines the qualifications, duties and responsibilities for each career field; points out the training offered; and indicates related civilian jobs for each Air Force skill. A list of Air Force career fields with their related school courses is included.

Pocket Guide to Air Force Opportunities - This pocket-size booklet outlines just what an Air Force career has to offer a young man or woman. It covers the training and progress of an airman from enlistment, on through basic and technical training, and finally to duty assignment in an Air Force job.

Women in the Air Force Booklet - This booklet contains a resumé of opportunities available to Women in the Air Force (WAF). It describes the types of jobs open to women, Air Force benefits and educational opportunities available.

U. S. ARMY ARMY OPPORTUNITIES HAMPTON, VIRGINIA 23366

Army Opportunities - (Replaces Army Occupations and You.) This handbook describes opportunities in the United States Army. It is designed primarily for counselors, teachers, librarians and others who have a stake in helping young people make sound career decisions. This book may be obtained, free of charge, by writing to the above address. The following handbooks describe opportunities in the United States Army:

1. The Secret of Getting Ahead
2. Your Career as an Army Officer
3. A Guidance Handbook for Counselors
4. Meet Today's WAC Officer
5. A New World of Opportunity
6. U. S. Army Opportunities
7. Educational Opportunities and Financial Assistance for Nursing Students

U. S. MARINE CORPS
LOCAL RECRUITING STATIONS

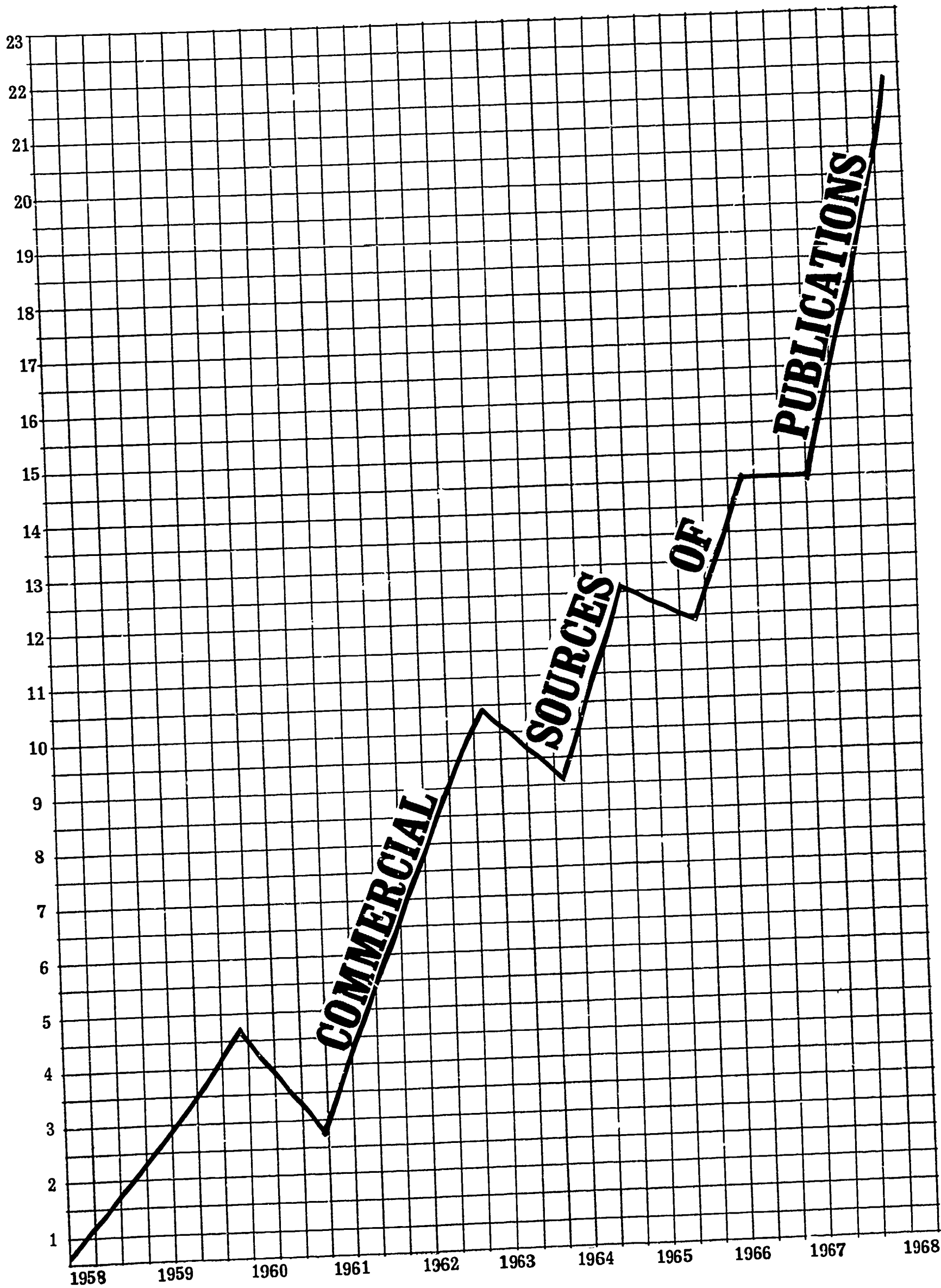
A Guide to Occupational Training - United States Marine Corps. Available from local U. S. Marine Corps Recruiting Stations. This publication is a 48-page pamphlet containing descriptions and pictures of occupations within the United State Marine Corps. It is designed primarily for the use of high school counselors to explain the many and varied occupational oppprtunities within the Marine Corps.

U. S. NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D. C.

Navy Enlisted Occupational Handbook - Fifth Edition. A manual for school counselors and guidance workers, this publication, available from local United States Navy Recruiting Stations, is to serve the primary function of a specific guidance tool for the use of counselors in providing information to young men and women interested in careers in the service of their country or in fulfilling their military obligation. This handbook contains a two-page brief for each of the occupations available to enlisted personnel in the Navy. Each brief describes jobs performed, skills acquired, and specific training information.

OHIO STATE DEPARTMENT
OF EDUCATION
DIVISION OF GUIDANCE AND TESTING
751 NORTHWEST BOULEVARD
COLUMBUS, OHIO 43212

Ohio College Notebook - This is published annually and contains admissions data on the U. S. Service Academies. The Ohio College Notebook is available for purchase outside the State of Ohio at \$1 per copy. See STATE publications.



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AIR TRANSPORT ASSOCIATION
LIBRARIAN
1000 CONNECTICUT AVENUE, N. W.
WASHINGTON, D. C. 20036

Your Career With The Airline - Discusses opportunities, qualifications and preparation for airline jobs. Also covers salaries benefits, training and opportunities for advancement. 12 pages.

Other publications dealing with the airline industry are available.

ALP PUBLICATIONS, INC.
3048 N. 34TH STREET
MILWAUKEE, WISCONSIN 53210

The Sextant Series for Exploring Your Future - ALP Publications, Inc., Edward C. Wilkinson, Chief Editor: 1961-1968. A set of 12 independent volumes, each covering an entire occupational area. Each volume: 128 pages, 8½ x 11, illustrated, fold-out organizational chart, wall chart for classroom display, historical review, employment data and outlook for each area covered. 70 to 95 jobs per book: job description, entrance requirements (education, training, certification and experience), promotional outlook, and average pay level. The Sextant Personal Profiling Method permits students to compile personality inventories, Manufacturing Wage, Manufacturing-Salaried, Banking, Hospitals, Insurance, Agriculture, Professions, Construction, Graphic Arts, Recreation and Youth Services, Hotels and Restaurants, Public Utilities. Set includes a Manual with detachable pages for group profiling with a transparency or opaque projector, and Instructional Guide, a cross index for the complete set, and 100 profile forms. Complete set (soft bound) \$92.50. Individual volumes, plus wall charts, \$8, profile forms, \$8.50 per 100.

AMERICAN GUIDANCE SERVICE, INC.
PUBLISHERS BUILDING
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Planning My Future - Prepared by the guidance staff of National Forum Foundation, Bernice L. Neugarten, et al., 3rd Edition, 1964, 368 pages, \$3.25 net price. The text is designed for use anywhere at the junior and senior

high school level, where a broad overview of the vocations is desired. The text not only treats career planning, relating occupational choice to individual interests and abilities and to job opportunities; but it also considers avocations, personal needs and relationships, social responsibilities and other aspects of preparing for a creative, productive adult future.

Seeing Ourselves - Prepared by the guidance staff of National Forum Foundation, W. Russell Shull, et al., 1st Edition, 1965, 319 pages, \$3.07 net price. The text is designed to be the core of an elementary developmental guidance program at the upper elementary level, and through its supplementary reader qualities, can be used to integrate the reading and guidance program. Vocations are treated in a very broad way. Sixth grade youngsters look at various people in various jobs. These youngsters then come to the realization that there are many different sorts of work and many fields of endeavor.

BELLMAN PUBLISHING COMPANY
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Career Monographs - Currently 43 titles in print. Each is 6" x 9" and contains 20 to 48 pages. Price per monograph, \$1; minimum order \$1.50. Purchase of full set at 20% discount. Free Bellman Publishing Company catalog contains listings of these and other guidance publications.

Pathways to Your Future - The Job Resumé and Letter of Application, by Kenneth R. Adler. 1964, 8½" x 11", 33 pages, \$1.75. Additional copies of resumé work sheet, 50 copies to a package, \$1.50 per package. Fourteen sample job resúmes and 8 letters of application plus easy to follow directions for writing your own resumé and letter of application. Written for students, experienced workers or returnees to the labor force.

BELLMAN PUBLISHING COMPANY (Continued)

Teachers Guide to Group Vocational Guidance - By Bruce Shertzer and Richard T. Knowles. 1964; 8½" x 11", 94 pages, \$4. Additional packages of three appendices, \$1.50 per 50 copies per appendix. Written for use by trained guidance counselors or newly appointed guidance counselors. Forty lesson plans grouped into three units of The World of Work, Knowing Yourself, and Securing a Job and Progressing in It.

The Job Finder - It Pays to Advertise - by S. N. Feingold. 1966; 8½" x 11", 37 pages, \$2.25. This book is to help old and new job seekers pick up the techniques of "Job Hunting" in today's competitive world.

BRUCE PUBLISHING COMPANY
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Industrial Arts and Vocational Education - monthly periodical (\$4/year).

For a list of current books in specific industrial trade occupations, contact Trade Books Division, Bruce Publishing Company.

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Career Guidance Service - Published monthly from September through May. Contains over 225 vocational and educational guidance items per year including Career Briefs, Summaries and Reprints; College Guides; Training Guides; Career Indexes; Professional Reports; and Posters. Subscription price is \$35 per year.

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Education and Manpower - Edited by Henry David, 1960. Foreword: Introduction: Manpower Problems and Education--Education and National Efficiency--Eli Ginsberg. Secondary Education: Our Secondary Schools and National Manpower Needs--Clarence Faust. Secondary Education and Preparation for Work--Council Staff. Secondary Education and the Development of Skill--Report of a Conference Discussion. The Secondary Education of Girls--Council Staff. Issues in Vocational Education--Council Staff. Types of Vocational Schooling--Council Staff. Vocational Guidance: Vocational Guidance and Counseling--Council Staff. Vocational Guidance and the Skills of the Work Force--Charles E. Odell. Higher Education: The Potential for Higher Education--Council Staff. Factors Influencing Education for Scientific and Professional Occupations--Council Staff. Post-High School Education and Training of Women--Council Staff. Higher Education and the American Economy--Notes, index.

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Financial Aid for Professional and Graduate Education - 16 pages. Listing of financial assistance available from churches, foundations and other sources. 1966. 50¢ each.

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Educators Guide to Free Guidance Materials - Eighth Annual Edition, 1968. This Guide has been developed as a basic resource for aiding counselors and teachers. It is based on the cross-media approach in teaching, and is devoted exclusively to free guidance materials. It is designed to provide a continuing means of identifying selected free films, filmstrips, tapes, and transcriptions, and other materials such as bulletins, pamphlets, charts, magazines, and booklets. Price: \$7.50.

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FINNEY COMPANY (Continued)

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Help Yourself To A Job, Parts I, II, and III - Part I and Part II have been available for several years. The emergency of Part III is scheduled for the beginning of the 1968-1969 school season. These workbooks are designed for classroom use in special education. They contain perforated pages for easy removal. Part I covers the various steps leading to a job, including filling out of an application form. Part II explains the differences between skilled, semi-skilled and unskilled jobs, and includes lessons dealing with base pay, withholding tax, fringe benefits and social security. Part III explains employer-employee relationships, lists sources of employment and offers helpful suggestions for keeping a job. The price is \$1.50 per copy for Part I, \$1.50 per copy for Part II and \$1.50 per copy for Part III.

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PRENTICE-HALL, INC.
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Building Your Life - Landis & Lardis, 3rd edition, 352 pages, 1964, list price \$6.04. Contains six sections, one of which is entitled "Growing Up Economically". Chapter titles of this section are "Your Part-Time Work", "Your Future Vocation", and "Considering Possible Vocations". Designed for eighth and ninth grade use.

Occupational Information: Its Development and Application - Shartle, Carroll L., 3rd Edition, 1959, 425 pages, \$6.95. Discusses needs and uses of occupational information, how it is obtained, described and classified. Also contains sections on how to use the Dictionary of Occupational Titles, explains occupational families, entry fields of work, industries and patterns of occupations, and jobs for the handicapped.

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Humphreyville - Futures for Home Economists - Theresa R. Humphreyville, New York State College of Home Economics, Cornell University, 334 pages, 1963. Describes the employment opportunities, major functions, and typical day in each of the areas of specialization discussed. Features reports of interviews between home economics majors and professionals in the various fields. Gives a description of typical employing organizations in each field, as well as a discussion of job opportunities outside the United States. Lists professional journals published in each field. Price: \$7.25.

Professionalization - Ed. by Howard M. Vollmer, Stanford Research Institute, and Donald L. Mills, University of Calgary, Canada. 365 pages, 1966, Price: \$7.95. Presents readings from Durkheim, MacIver, Carr-Saunders, etc., that focus on the characteristics, antecedents, and social consequences of the process of acquiring professional status in a wide variety of occupational groups, including both those that are highly professionalized and those that are striving to be so. Designed for both social science courses and for graduate professional courses in the history of a particular occupation. Uses transition passages to give the readings better unity as a text; features 57 readings organized under major chapter headings.

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RAND MCNALLY AND COMPANY
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The Information Service in Guidance - Second Edition.
Willa Norris, Franklin R. Zeran, and Raymond N. Hatch,
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Employment and Unemployment in the United States - A Study of the American Labor Force - Seymour L. Wolfbein gives the government's definition of the labor force and an analysis of current labor trends. Cloth: \$9.38.

Handbook of Job Facts - Revised January, 1963, 98 pages, \$5.28, describes over 200 different job fields in chart form. The book covers professional, semi-professional, managerial fields, clerical sales, agricultural, fishery, forestry, skilled occupations, and the services (domestic, personal, protective and building service), semi-skilled, and unskilled occupations.

Job Family Series - This is a series of 20 booklets describing the variety of job prospects and opportunities within such fields of work as science, mechanical work, outdoor work, technical work, selling, clerical work, engineering, mathematics, building construction, social work, data processing, education, psychology, art, publishing, trades, health, agriculture, and the like. Complete set of 20 booklets is \$23.47; booklets \$1.48 each.

Occupational Briefs - A total of 4000, 4-page illustrated occupational briefs published to date. The complete set may be purchased at a special quantity discount of \$65, individual titles are available at 55¢ each, quantity discounts are available.

Occupational Exploration Kit - Provides the high school student with a systematic, personalized approach to job investigation. The unique OccuScan (Occupational Scanner trademark) helps the student explore his own educational aspirations, abilities and interests. The kit also includes 400 Occupational Briefs, 17 Job Family Booklets, 8 Guidance Series Books, 25 Student Record Books, and a Guide for Counselors and Teachers. Price: \$126.67.

Occupational Information - The Dynamics of Its Nature and Use - M. F. Baue and E. C. Roeber, revised 1964, 494 pages, \$9. One chapter lists national sources of information on

SCIENCE RESEARCH ASSOCIATES, INC. (Continued)

occupational training. The book is a comprehensive text on occupational information, including sections devoted to occupational and industrial structure, community occupational surveys, use of occupational information in counseling with individuals and with groups, and suggestions for vocational units.

Occupational Information in the Elementary School - Willa Norris. Gives important theories of vocational development and suggests outlines, techniques, and examples for offering occupational information to children. Price: \$6.60.

Widening Occupational Roles Kit (Work) - Helps the junior-high school student explore 400 different occupations and pinpoint the extent and type of education needed to prepare adequately for the occupation of his choice. Kit includes 400 Briefs, 5 Junior Guidance Booklets, 35 Student Workbooks, a Teacher's Manual, and 5 color filmstrips. Revised, 1967, price: \$180.

Junior Guidance Series, Grades 6-9 - The booklets in this series provide helpful direction for the junior high school student in a variety of areas as he moves from childhood to adolescence. Each Junior Guidance Series booklet is 40 pages, illustrated, and measures 5½" x 8½". Paper, order by code number.

- 5-776 Exploring the World of Jobs, by Donald E. Kitch
- 5-770 High School Ahead, by Rolfe Lanier Hunt
- 5-1024 Planning Your Job Future, by Emery Stoops & Lucile Rosenheim
- 5-1160 What High School Can Do For You, by Thomas J. Fitzgibbon

SIMON AND SCHUSTER, INC.
1 WEST 39TH STREET
NEW YORK, NEW YORK 10018

Lovejoy's Career and Vocational School Guide - Third enlarged revised edition. This revision has been reorganized along the lines of Lovejoy's College Guide and is much easier to use than its two predecessors.

SIMON AND SCHUSTER, INC. (Continued)

It is an up-to-date directory of 3,521 career and vocational schools which offer training in 1,567 different careers. It includes a new chapter entitled Vocational Careers and Curricula which provides the reader with guidance and clues as to where training for 191 specific trades and/or vocations can be obtained. Lovejoy deals with career opportunities that can be started in the Army, Navy and Air Force (there are about 677 Army assignments alone that could ultimately lead to civilian jobs). He also covers 222 professional and trade organizations that are valuable sources of career guidance. There is a detailed index. Cloth: \$6.50, paper: \$3.95.

Other publications are: New Horizons in Education, Cloth: \$6.95, paper: \$3.95; Your Career Selection Guide, paper: \$1.95; Your Career In Medicine, paper: \$1; Your Career in Law Enforcement, paper: \$1; Your Career in Electronics, paper: \$1; Your Career in Banking, paper: \$1; The Complete Job Hunting Guide, paper: \$1.

SOUTHERN BAPTIST CONVENTION
EDUCATION COMMISSION
460 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37219

College and Career - Published ten times yearly - monthly October through May and bi-monthly June through September, at \$1 for 1 year; \$1.75 for 2 years, \$2.50 for 3 years. Contains articles regarding college planning, college selection, and vocations. Most appropriate for 11th and 12th graders.

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This company is producing a series of new guidance films and filmstrips designed to inform students about specific occupations in the world of work. Primarily concerned with the non-college bound student, the films and filmstrips have been prepared in association with leading

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So You Want To Be A Nurse (filmstrip)
So You Want To Be A Tool & Die, Or Mold Maker
So You Want To Be On The Team
So You Want To Be An Electronics Technician
So You Want To Be A Service Station Operator
So You Want To Choose A Career

VOCATIONAL GUIDANCE MANUALS

235 EAST 45TH STREET

NEW YORK, NEW YORK 10017

Vocational Guidance Manuals - A series of specific career books written by outstanding authorities in each field and based on NVGA standards. Each book is published in two editions--paperbound edition, \$1.65; special library edition, \$2.95. Each book is approximately 112-144 pages. Approximately twelve new titles published each year. Special 20% discount available under Standing Order Plan. At present, 40 titles in series. Free catalog of VGM materials available upon request.

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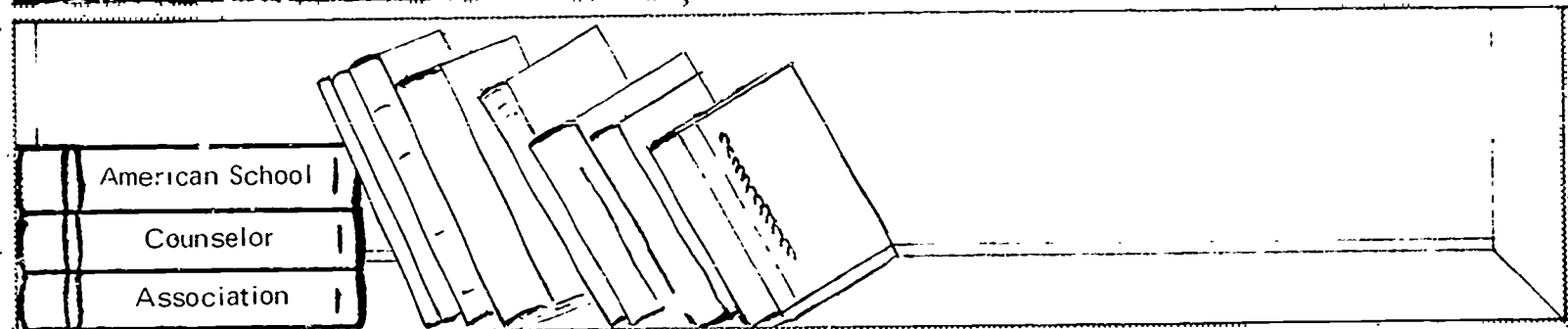
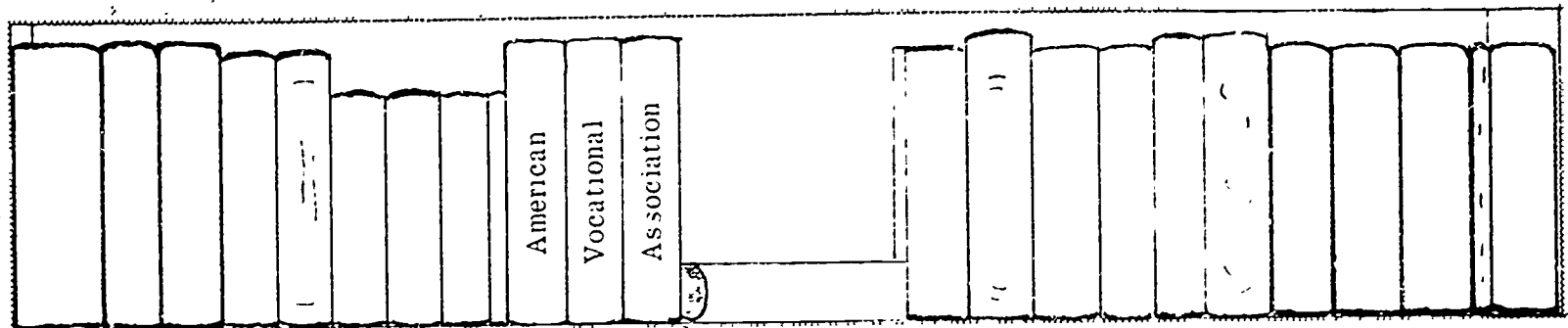
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Careers for Tomorrow Series - Non-fiction books about careers which students may decide to follow when they finish high school or college. These books are intended to meet the needs and criteria of guidance experts by providing complete information and a broad view of areas of study and work. All contain a reading list, index, and photographs. Each \$3.75. List available upon request.

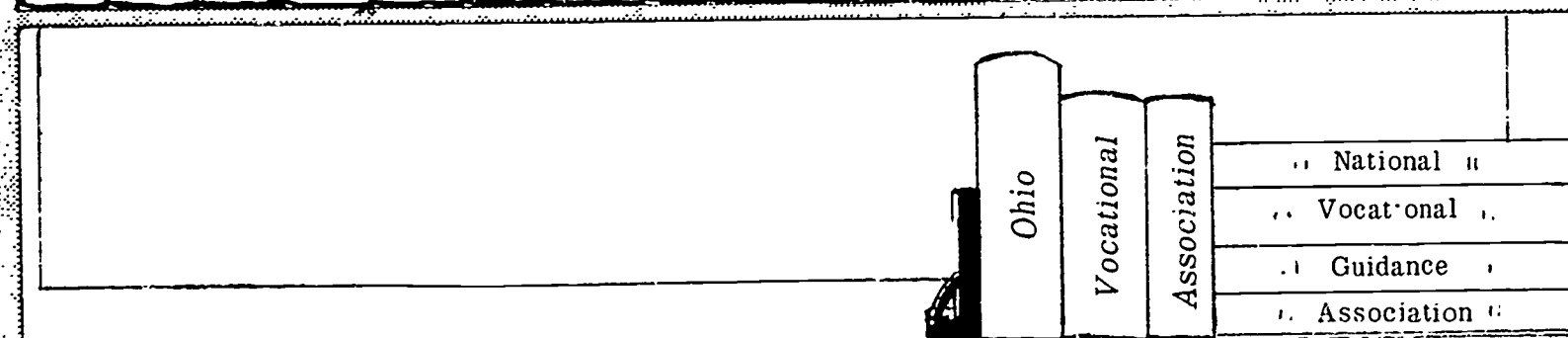
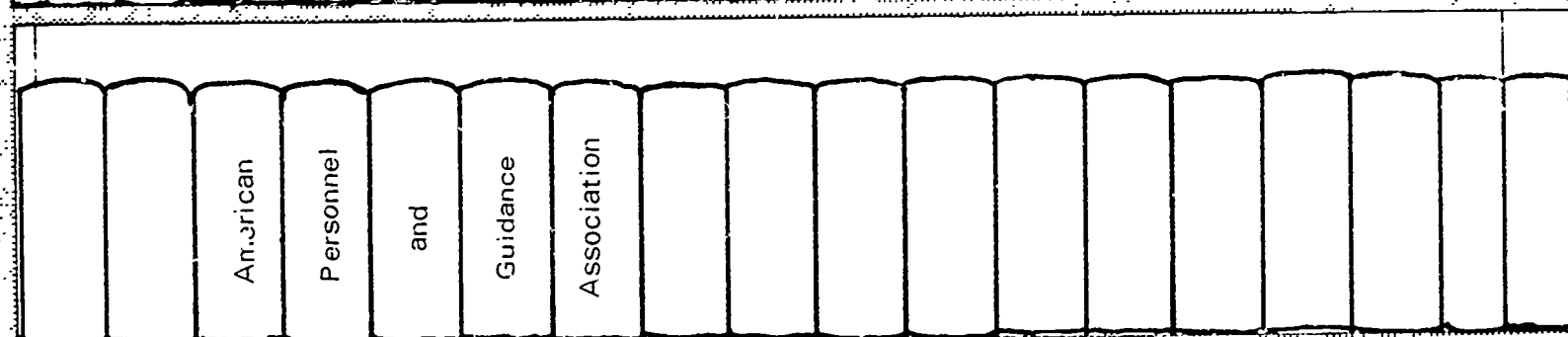
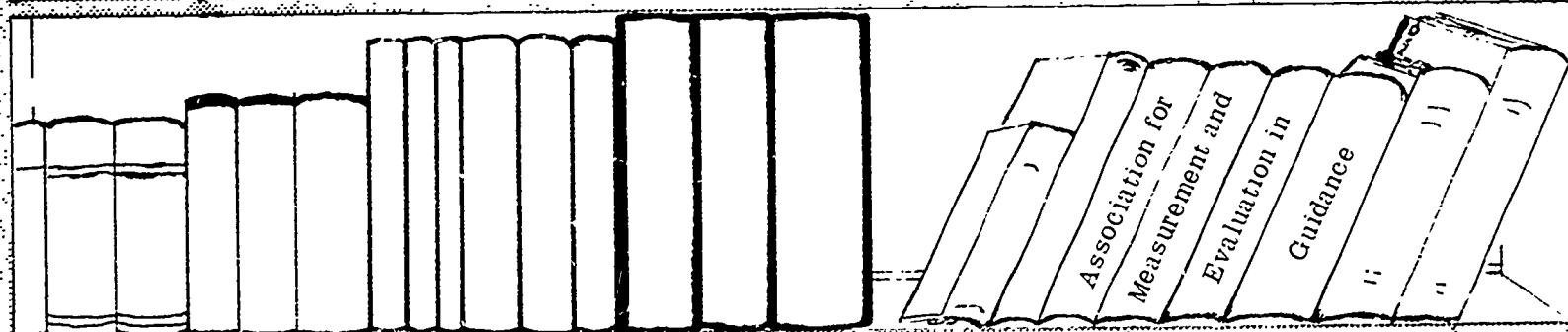
H. W. WILSON COMPANY
950 UNIVERSITY AVENUE
NEW YORK, NEW YORK 10452

Occupational Literature - Gertrude Forrester. 1964
edition, 675 pages, \$8.50. A comprehensive annotated
bibliography of occupational materials, including 4,500
pamphlets and 1,500 books.



PROFESSIONAL SOURCES OF

PUBLICATIONS AND PERIODICALS



AMERICAN COUNCIL ON EDUCATION
1785 MASSACHUSETTS AVENUE, N. W.
WASHINGTON, D. C. 20036

Man, Education, and Work - by Grant Venn. A report warning that the national economy and social structure will suffer irreparable damage unless the schools provide more and far better education on the semi-professional, technical, and skilled levels. 1964, 184 pages, paper back: \$1.50.

AMERICAN PERSONNEL AND
GUIDANCE ASSOCIATION
1605 NEW HAMPSHIRE AVENUE, N. W.
WASHINGTON, D. C. 20009

Looking At Private Trade and Correspondence Schools - 1963, a joint publication of the National Vocational Guidance Association and American School Counselor Association, divisions of the American Personnel and Guidance Association, 1607 New Hampshire Avenue, N. W., Washington, D. C. 20009. 8 pages, 15¢. This publication is a guide for students who are thinking about continuing their education at a private trade or correspondence school. It provides information on how to determine the kind of education suitable for the student, how to evaluate a school, things to watch for, and how to make the best decision.

Counselor's Manual For How About College Financing - Second Edition, 1967, published by American Personnel and Guidance Association. 48 pages, \$1. This is a guide to new counseling resources, trends in financial aid, responsibilities of family and school, how college costs can be met and reduced, counseling economically deprived students, and development of local scholarship programs.

NVGA Bibliography of Current Occupational Literature - 1966 edition published by the National Vocational Guidance Association of the American Personnel and Guidance Association. 120 pages, \$1. Lists, with ratings, a wide variety of free and inexpensive publications on hundreds of occupations. It includes standards and guidelines for use in preparing and evaluating occupational literature with a guide for preparing industrial

AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION (Continued)

careers brochures, and names and addresses of over 300 publishers of occupational materials.

Guidelines to Preparation and Evaluation of Occupational Films - 1966, published by the National Vocational Guidance Association of the American Personnel and Guidance Association. 8 pages, 10¢. Criteria for production and evaluation of occupational films. Prepared by a special committee of NVGA.

New Vocational Pathways for the Mentally Retarded - edited by Salvatore G. DiMichael, published by the American Personnel and Guidance Association. 52 pages, \$1. This timely study of different aspects of vocational rehabilitation is composed of papers presented at a symposium of the American Rehabilitation Counseling Association. The contributors discuss and examine predictions of vocational adjustment, vocational preparation during school years, work-study programs, longitudinal follow-up studies of community adjustment, and key political and cultural factors influencing services in Europe and the United States.

The Personnel and Guidance Journal - Official publication of the American Personnel and Guidance Association. Published 10 times yearly, September through June. \$10 per subscription. Single copy: \$1 (free to APGA members).

Elementary School Guidance and Counseling - published by the American School Counselor Association of the APGA. This publication is not received automatically by ASCA members but must be subscribed to separately. Four issues per year, \$4 per subscription.

The Vocational Guidance Quarterly - Published by the National Vocational Guidance Association of the APGA. Four issues per year, \$4 (free to NVGA members).

AMERICAN VOCATIONAL ASSOCIATION
1025 15TH STREET, N. W.
WASHINGTON 5, D. C.

American Vocational Journal - Published monthly September through May by the American Vocational Association, Inc.
Free to AVA members; non-members subscriptions, \$3 per year.

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OCCUPATIONAL ORGANIZATIONS

58/59

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Columbus, Ohio 43214

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Washington, D. C. 20036

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New York, New York 10017

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Chicago, Illinois 60611

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Chicago, Illinois 60611

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Silver Springs, Maryland

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Box A, Lenox Hill Station
New York 21, New York

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Washington, D. C. 20036

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135 West Wells Street
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666 North Lake Shore Drive
Chicago 11, Illinois

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New York 32, New York

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419 West 117th Street
New York 27, New York

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Washington, D. C. 20009

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1600 Blandenburg
Washington 2, D. C.

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New York, New York 10019

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New York, New York 10021

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Box 8120, University Station
Austin 12, Texas

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Manufacturers
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New York 17, New York

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Chicago, Illinois 60601

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Chicago 5, Illinois

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510 North Dearborn Street
Chicago 10, Illinois

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25 Herman Professional Building
Houston, Texas 77025

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Minneapolis 24, Minnesota

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Washington, D. C. 20005

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New York, New York 10019

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Washington, D. C. 20009

American Petroleum Institute
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New York, New York 10020

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Washington, D. C. 20037

Photographic Society of America
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Washington, D. C. 20014

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250 Park Avenue
New York 17, New York

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Washington 6, D. C.

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Association of America
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Venice, Florida

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and Social Science
3937 Chestnut Street
Philadelphia 4, Pennsylvania

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176 W. Adams Street
Chicago 3, Illinois

National Association for
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475 Riverside Drive
New York, New York 10027

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National Press Building
Washington 4, D. C.

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20 Chevy Chase Circle, N. W.
Washington, D. C. 20015

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Washington, D. C. 20005

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Association
1700 18th Street, N. W.
Washington, D. C. 20009

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Avenue, N. W.
Washington, D. C. 20036

Association of American
Railroads
Transportation Building
Washington, D. C. 20036

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59 East Van Buren Street
Chicago, Illinois 60605

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Estate Boards
36 South Wabash Avenue
Chicago, Illinois 60603

National Retail Merchants
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New York 1, New York

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Washington 6, D. C.

Rubber Manufacturers Association
444 Madison Avenue
New York 22, New York

Soil Conservation Society of
America
7515 N. E. Ankeny Road
Ankeny, Iowa

American Institute of Steel
Construction
101 Park Avenue
New York 17, New York

National Tool, Die, and
Precision Machinery
Association
907 Public Square Building
Cleveland, Ohio 44113

American Society of Traffic
and Transportation
22 West Madison Street
Chicago, Illinois 60602

American Trucking Associations
1616 P Street, N. W.
Washington, D. C. 20036

American Veterinary Medical
Association
600 South Michigan Avenue
Chicago, Illinois 60605

American Vocational Association
1025 15th Street, N. W.
Washington, D. C. 20005

American Society of Zoologists
% Dr. Jon W. Saunders
Department of Biology
Marquette University
Milwaukee 3, Wisconsin

INDEX

To provide easy access to the Sources, two separate indexes are provided. The organization index lists all sources alphabetically.

The title index has been divided into two sections - one which includes occupational information about jobs for which college is a necessity and one which lists occupations which do not require a formal four-year college education. In parentheses, E refers to material aimed primarily toward elementary school children, J to junior high students, S to senior high students, and P to post-high school information.

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